Requisition and Hire Form Attachments

While working within LA Careers, you may wish to attach multiple file attachments to a Requisition or Hire form.

Examples of Requisition file attachments may include:

- Budget approval forms
- Position description
- Suggested supplemental questions
- Vacancy justification documentation

Examples of Hire Form file attachments may include:

- DD214 forms
- Signed recommendation forms
- Signed acceptance letters

Valid document attachment types are as follows:

- Microsoft Word (.doc)
- PDF (.pdf)
- Excel Spreadsheet (.xls)
- Excel Chart (.xlc)
- Excel Add-in (.sll)
- Excel Macro (.xlm)
- Excel Workspace (.xlw)

There are no file size restrictions for <u>Requisition</u> and <u>Hire form</u> attachments.

As an Insight or OHC user, the functionality to add attachments is available under various views. However, the actual process of attaching documents is identical. You will find instructions for navigating to the attachment section for each view below and then the specific instructions for how to add attachments following.

<u>Adding a Requisition Attachment in the OHC:</u>

OHC → My Requisitions → Click on a Requisition Title →'Add New' in the Attachments section at the bottom of the page.

<u>Adding a Requisition Attachment in Insight:</u>

Insight → Requisitions → Select a requisition status (Approved, Open, All, etc.) → Click on a Requisition Title → 'Add New' in the Attachments section at the bottom of the page.

<u>Adding a Hire Form Attachment in the OHC:</u>

OHC → My List → Click 'View' in the Candidates column → For a candidate in the Hired section, click the 'Details' link → 'Add New' in the Attachments section at the bottom of the page.

Adding a Hire Form Attachment in Insight:

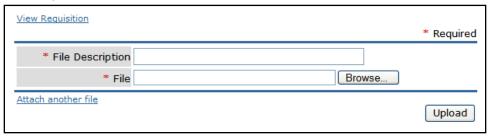Insight→ List → Referred → Click 'View' in the List column for the applicable referred list → In the 'Status' column, click the 'Hired' link for a candidate in a 'Hired' status → 'Add New' in the Attachments section at the bottom of the page.

ATTACHMENT PROCESS

1. Select the 'Add New' link in the Attachment section.

2. Enter a description of the file in the File Description field.

3. Click the 'Browse' button to navigate to the file you wish to upload.

4. Select Upload.

5. Click on the actual filename to view the content. Should additional files be required, follow the process to Add New attachments.